

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2906

For: State and County Offices

Advertising CO Temporary Vacancies for the Agricultural Act of 2014 (Farm Bill)

Approved by: Associate Administrator for Operations and Management



1 Vacancy Announcement Timespan Reduction

A Background

Because of the demands of implementing the Farm Bill, it is recognized that in many County Offices, full-time employees need temporary employees to help meet the additional workload. State Offices may hire additional CO temporary employees, as authorized by DAFO.

B Purpose

This notice informs State and County Offices that because of the critical situation of quickly hiring temporary employees to meet the demands of implementing the Farm Bill, a reduction in the minimum length of vacancy announcements for **temporary** CO vacancies from 2 weeks to 1 week (5 workdays) is authorized for vacancies announced through September 30, 2014. This applies **only** to CO temporary positions **specifically** authorized by DAFO to implement any of the applicable Farm Bill programs.

C Publicizing Vacancies

State and County Offices shall follow guidelines in paragraph 2 and 27-PM, subparagraph 457 B about publicizing vacancies.

D Contact

If there are questions about this notice, State Offices shall contact Latrisha Peterson by either of the following:

- e-mail to **latrisha.peterson@kcc.usda.gov**
- telephone at 816-823-2483.

Disposal Date

October 1, 2014
2-28-14

Distribution

State Offices; State Offices relay to County Offices

Notice PM-2906

2 Obtaining and Selecting Temporary CO Employees

A Filling Vacancies

CED shall fill vacancies with the best qualified candidates.

B Obtaining Candidates

When filling vacancies, CED shall hire all subordinate CO employees. CED shall take the following actions for each individual vacancy to obtain candidates.

Step	Action
1	Advise State Office of all vacancies to be filled.
2	Provide public notice, through vacancy announcements, radio, or newspapers, to ensure an adequate number of qualified and suitable applicants for all temporary CO vacancies.
3	Take action to notify minority and women organizations in their supervised geographical area of all employment opportunities.
4	Advise State and local employment office of temporary office vacancies.
5	Receive referral of resume or written application for employment from each applicant for positions to be filled by temporary appointment.
6	Consider only candidates qualified and suitable for the positions.
7	Follow the requirements for re-employment rights in 27-PM, paragraph 328.